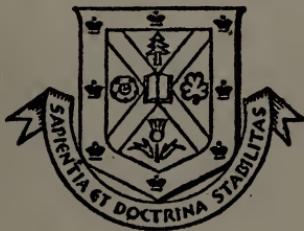# Queen's University

KINGSTON, CANADA

INCORPORATED BY ROYAL CHARTER IN 1841

Calendar
of
The School of Commerce
and
Administration

ONE HUNDRED AND EIGHTH SESSION
1948 - 49

School

of

Commerce and Administration

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THE HONOURABLE CHARLES A. DUNNING, P.C., LL.D.
Chancellor

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F.G.S., F.R.S.C.
Principal and Vice-Chancellor

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Rector

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Vice-Principal; Dean of the Faculty of Arts; Director, School of
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Professor of Economics

F. A. KNOX, B.A., F.R.S.C.
Professor of Economics

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The Hardy Professor of Political Science

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Professor of Industrial Relations; Head of the Department of Industrial
Relations

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Professor of Commerce

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Associate Professor of Commerce

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Assistant Professor of Commerce

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Lecturer in Economics

K. JEAN RICHARDSON, B.A.
Assistant Registrar

AZELIE CLARK, B.A., B.Com.
Assistant to the Director

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1948

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THE ACADEMIC YEAR*

The HUNDRED AND EIGHTH SESSION of the University will begin on Wednesday, September 28, 1948, at 8 a.m. Convocation will be held on Saturday, May 21, 1949 (this date is provisional).

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May 1—Written notice due at the Registrar's Office of candidates' intention to compete for Provincial Scholarships **and** Ontario Matriculation Scholarships.

July 5—Registration for Summer School. Registrations will not be accepted after July 5 except when special arrangements have been made **before that date,** and on these late registrations an additional fee of $3 will be charged.

July 6—Summer School opens at 8 a.m.

July 15—Last day for receiving applications, accompanied by fees, for September examinations, or degrees, from intramural and extramural students.

August 19—Summer School closes.

August 30—Arts supplemental examinations begin.

September 1—Last day for receiving applications for the Robert Bruce Bursaries and grants from the O. M. Montgomery Memorial Fund.

September 17—Last day for registration of extramural students without extra fee.

September 24—Last day for registration of extramural students with extra fees of $3.

September 27 and 28—Registration in Arts begins at 2 p.m. on September 27 for students who are registering for the first time. Such students must submit certificates of vaccination. A late fee will be charged after September 28 ($3 on September 29 and $1 a day thereafter).

*The term "Academic Year" used in connection with regulations and Courses of study refers to the period extending from October 1 to September 30.

THE ACADEMIC YEAR

September 29—Registration of intramural students who have been registered in previous sessions (one day only). A late fee will be charged after this date ($3 on September 30 and $1 a day thereafter).

September 30—Classes in Arts open at 8 a.m.

October 9—Last day for registration of intramural students who have not previously obtained permission to register later.

October 9—Fall Convocation at 11 a.m.

October 16—University Day.

November 10—Last day for receiving applications and fees from extramural students for January examinations.

Beginning of mid-year examinations to be announced.

December 22—Christmas holidays begin at noon.

1949

January 3—Examinations in half-courses of the first term begin at 2 p.m.

January 6—Classes in courses of the second term begin at 8 a.m. Last day for payment of the second instalment of fees without penalty.

January 15—Last day for receiving applications from candidates for the M.C. Cameron Scholarship in Gaelic.

February 15—Last day for receiving applications and fees from extramural students for April examinations and for degrees.

March 15—Last day for receiving applications and fees for degrees from intramural students.

April 1—Last day for receiving manuscripts for university prizes, applications for Arts Research Fellowships, Leonard Fellowships, and Khaki University and other Scholarships.

April 8—Classwork closes at noon.

April 10—Last day for extramural students to register for the summer session without extra fee.

April 12—Examinations begin.

April 15—Good Friday.

April 17—Last day for extramural students to add classes for the summer session with extra fee.

May 21—Convocation for conferring degrees, announcing honours, and distributing prizes and medals. (This date is provisional.)

School
of
Commerce and Administration

Aim of the School

The Courses in Commerce and Administration were established by the University in 1919 to aid in meeting the demand which exists in Canada for more systematic training for business and public service. A foundation for them had already been built up in the work of the Department of Economics, and particularly in the Courses in Banking established in 1914 by Queen's University in co-operation with the Canadian Bankers' Association. In 1937 The School of Commerce and Administration was established to give more coherent and effective organization to the activities which had been developed during the previous eighteen years.

The work of the School is designed to give the prospective man of business some cultural and professional background; to provide him with a perspective which has been too rarely attained by any but the leaders in present-day business. It is a further object to give the student an adequate grasp of the various techniques now being used extensively. As business becomes more a matter of planning, organizing and accurate analysis and less a matter of mere bargaining, the methods of accurate record and analysis, provided by modern accounting and statistical practice, have become more elaborate and more necessary. Primary emphasis is laid upon the mastery, by the student, of such technical aids and their uses in business and economic analysis. No attempt is made to instruct him in the special technique of individual industries or in the routine phases of business; these the student will obtain much better through his own experience in business than he would through the medium of the class-room.

In keeping with this policy the student will be discouraged from thinking that his college training will obviate the necessity of a probationary period in his chosen work and enable him to begin at or near the top. He will be taught to realize that he must enter the organization which employs him after graduation **as a beginner,** learning its practical details and its special techniques just like any other beginner, and that the chief value of his college training will come only after the initial period of probation, in a more rapid promotion from routine work to a position of executive and administrative responsibility.

The work of the School, particularly in the last year, is definitely professional in outlook. The aim is to train students for business careers. **Consequently students who are looking toward some other profession or who have not chosen a vocation are advised to register in a Course leading to the degree of Bachelor of Arts instead of in a Commerce Course.** By proper planning it is possible to take the degree of B.A. in three years and the degree of B.Com. in the fourth year.

Scope and Methods of Instruction

The student's field of study embraces in the earlier years, language and literature, history, mathematics and natural science. In the second year he begins the study of economics and accounting and continues with advanced work in both subjects throughout his third year. The third year includes also courses in commercial law and money and banking. In the final year his efforts are concentrated mainly on the more specialized commercial subjects together with investigation and research and the preparation of a thesis. Each student is required to take mathematics for three consecutive years.

The Problem Method. — Particularly in the advanced courses the student is presented with business problems for investigation and analysis. Through these "cases" he becomes acquainted with the facts of the business world and, more important, acquires experience in systematic thinking and analysis. In such fields of study as accounting, commercial law, marketing, business finance, and investments, the "case" or problem method of instruction is extensively used.

The Commerce Club.—Through the medium of this student organization, students in the School of Commerce and Administration have an opportunity, at fortnightly meetings, of hearing business men and those engaged in public administration discuss problems which arise in their own experience.

Field Work.—In addition to visits to plants in the city of Kingston, **students in their final year must be prepared to undertake visits to neighbouring industrial cities for the purpose of inspecting industrial plants there.** The total cost of these visits need not exceed $25.00.

Thesis. — Each student in his final year is required to undertake original work in the form of a thesis. As far as possible the student is allowed to follow his own interests in the selection of a thesis subject but to those who have not submitted a satisfactory subject by October fifteenth, one will be assigned arbitrarily. The thesis, bound in final form, must be submitted not later than **March thirty-first.** (Theses prepared during the summer must be submitted not later than **August thirty-first.**) In addition to being given instruction in business investigation and analysis, each student will be assigned to an adviser who will direct him. The completed thesis will be submitted to the Department for approval. It will be read by at least two members of the Department in addition to the adviser.

During Session 1948-49 when the graduating class will be abnormally large, the thesis will be optional, and restricted to a selected group of students.

Work during summer vacations. — The long summer vacation in our Canadian Universities provides an excellent opportunity for combining practical experience with theoretic training. Assistance is given to students in the various faculties, by the University Employment Service, in securing suitable openings. By such summer work the student prepares himself to derive the largest benefit from his instruction during the regular session. He also serves part of that inevitable apprenticeship in practical life which no theoretic training can render unnecessary. He acquaints himself with the atmosphere of business and gradually making his personal adjustments to his future field of service. Frequently also he is able to utilize his summer work for the study of problems adapted to thesis pur-

poses and for the forming of business relations that prove of value in later life.

Frequently positions open to women graduates in Commerce require training in stenography. Women students in Commerce are advised to take shorthand and typewriting during the summer vacations.

Industrial Relations

The Industrial Relations Department was established in 1937 as a section of the School of Commerce to meet a growing demand for detailed knowledge of the relations between employers and employees. It was created a separate department in 1944. The department:

1. (a) collects data respecting policies, programmes and experience in employer-employee relations, keeps the material up-to-date and classifies it so that it is readily available to students, employers, labour organizations and governments;

   (b) Collects current information in the industrial and social security fields.

2. keeps in touch with industrial and labour union organizations so that it may study actual developments.

3. gives instruction to students.

4. prepares reports on subjects of immediate and vital interest.

5. holds conferences and short courses for business executives, personnel managers, industrial relations managers and labour leaders.

Thus the Department combines the work of a library, a clearing house of information and a research bureau. It also participates in the University programme of instruction (intramural and extramural) and provides a centre for the discussion of recent developments.

Students in the School of Commerce who wish to specialize in Industrial Relations are offered the following courses:

Economics 23—Industrial Relations,

Commerce 50a — Industrial Managements,

Commerce 51b — Personnel Administration,

Commerce 59 — Thesis in the field of Industrial Relations.

Institute of Local Government

The Institute of Local Government, which was organized in 1944, is a branch of the Department of Political and Economic Science. Its purpose is to give sustained study and analysis to the problems of local government including the relations between the municipalities and the provincial and Dominion governments. The results of research undertaken by it are made available in bulletins as occasion warrants.

The Institute also publishes from time to time bulletins containing data of interest to municipal governments and generally acts as a clearing house for information about the financial and administrative practices of municipal governments. Instruction in local government is extended and students wishing to prepare themselves for posts with municipalities will find association with the Institute a useful preparation.

OUTLINE OF COURSES LEADING TO THE DEGREE OF
BACHELOR OF COMMERCE

Admission

The requirement for admission to the School of Commerce is:

(a) The Secondary School Graduation Diploma (General Course) including English, a second language, History and Mathematics.

(b) Grade XIII standing in English, Mathematics (three papers) and two or three other subjects. Students entering with as few as four subjects, that is, English, Mathematics and two further subjects are required to have not lower than third class Honours standing in at least three of these subjects.

Candidates preparing for Commerce should take all three papers of Grade XIII Mathematics. Candidates entering Mathematics 2 with standing in only two parts of Grade XIII Mathematics must attend a tutorial class and pass an examination in the third part before receiving credit for Mathematics 2.

Grade XIII examinations are held in the following subjects:— Latin, English, Modern History, Mathematics (Algebra, Geometry, Trigonometry, and Problems), Greek, German, French, Spanish, Music, Physics, Chemistry, Biology.

The pass standard is fifty per cent. in each paper.

Students admitted from commercial high schools who transfer from Commerce to a course in Arts must, before making application for the degree of Bachelor of Arts, make up any of the subjects of Grade XIII that they may lack.

ADMISSION OF EX-SERVICEMEN AND WOMEN

A. Ex-servicemen and women applying for admission to the Faculty of Arts are expected to offer Matriculation standing as approved by the National Conference of Canadian Universities in June, 1944, as follows:

Grade XII.

1. English

2. French or another language

3. Mathematics (Algebra and Geometry)

4. One of: History

   A language not already chosen selected from Latin, Greek, French, German, Spanish or Italian

   A science: Physics or Chemistry or Agriculture

If, in addition, they can offer subjects at Grade XIII level, they are granted standing up to a total of five. Ex-servicemen and women entering with as many as four subjects of Grade XIII, are admitted to the second year without condition.

B. Queen's University works in close co-operation with the

Kingston Branch of the Department of Veterans Affairs and facilitates where possible all matters pertaining to the training provisions as set out in Post Discharge Re-establishment Order, P.C. 5210.

For full particulars of admission consult the Calendar of the Faculty of Arts for 1948-49 or write directly to the Registrar, Queen's University.

GENERAL REGULATIONS

Regulations Regarding Courses

The requirements for the degree of Bachelor of Commerce, as for the degree of Bachelor of Arts, involve at least three years' work from Grade XIII standing in English and four other subjects, four years from Grade XII.* The unit is the **course,** involving three class attendances each week throughout the college session, with due library and laboratory assignments. A class meeting three times a week for one term is counted a half course. Fifteen full courses or their equivalent in half courses are required for the degree. Of these, eleven are in economic and commerce subjects, and the remainder in general Arts work.

In addition to the regulations below, see General Regulations, Calenlar of the Faculty of Arts, 1948-49, pp. 92-97.

Candidates for the degree of Bachelor of Commerce must conform to Honours standards. They must offer for degree fifteen or sixteen courses, depending on whether they entered with four or five subjects of Grade XIII, with a minimum of fifty per cent. in each general subject, and in each course or half course in Economics, Politics or Commerce of the last two years numbered 10 or higher must make a minimum of fifty-five per cent. with an average of sixty-six per cent.

A candidate for the degree of Bachelor of Commerce must have obtained at least Grade B on Economics 4 before registering in more advanced courses in Economics or any course in Commerce other than Commerce 63. He must have obtained a mark of at least sixty-two in Commerce 63 before registering in Commerce 64.

*Only Ex-servicemen and women may enter on Grade XII (see page 12).

Candidates who have not attained an average of sixty-six per cent. in the honours courses of the penultimate year are advised and may be required to transfer to a Pass Course in Arts.

Attendance and Exercises

1. **Attendance.** Students are expected to be present at all lectures and laboratory periods in their courses, and to hand in all essays and class exercises when due.

Deficiency in attendance. Students who have not yet obtained standing in at least five courses since their first registration, are subject to the following regulation:

If during the session they are absent from more than one-eighth of the class and laboratory periods in a subject, they may not take the final examination in that subject; and they are considered to have failed in it. They are subject to the regulations governing supplemental examinations as explained in Sections 4 and 5.

Students who exceed the limit of absences because of illness must submit certificates from the attending physician when asking for consideration by the Faculty.

A record of absences based on monthly reports from Instructors is kept at the office of the Dean of the Faculty.

2. The December and April marks are determined not merely by the results of the examinations but also by the work of the whole term or session, including consideration of class tests, examinations, attendance, and progress.

3. The Faculty may, at any time either during the term or after the close of the term, require any student to withdraw, whose conduct, attendance, work, or progress is deemed unsatisfactory.

Failures and Low Grades

Supplementals

4. (a) Students who fail in any course at the final examination may write a supplemental examination in the following September provided that a supplemental examination is offered in that course and that the student has not lost his year (section 6).

(b) Students who fail in any course may not come up again for examination in that course (except for a supplemental examination as provided in section 4a) without re-registering in the course and repeating the full work.

5. Students who have obtained credit in any course may, to raise their standing, write the examination at any subsequent examination period not later than the third examination period after first passing it. Ex-servicemen and women affected adversely by this regulation may be given consideration by the Board of Studies who will recommend action to the Faculty of Arts.

Loss of Year

6. (a) Students who at the final examination fail in more than two courses are considered to have lost their year and may not write supplemental examinations. Students, who at the beginning of the next academic year lack credit on more than one course or two half courses of the previous year's work are considered to have lost their year.

(b) Students who have lost their year may retain credit only in those courses on which they have obtained at least Grade B standing.

Withdrawal

7. (a) Students who fail in four or five courses at the final examinations are required to withdraw from the Faculty of Arts.

(b) Students who twice lose a year are required to withdraw from the Faculty of Arts.

8. Students, who have been required to withdraw from the Faculty of Arts, may be re-admitted in some subsequent session only if they can give convincing evidence that they can profit from University work.

9. Students, who are re-admitted under Section 8, and those who are admitted after being required to withdraw from another Faculty, are placed on probation until Christmas. Other students whose work has been unsatisfactory may be placed on probation until Christmas. Students on probation who fail on more than two examinations at the midyear are required to withdraw at that time.

Extramural Work

The elementary part of the work for the degree of Bachelor of Commerce may be taken by correspondence but the more technical part of the Course must be done in attendance. All candidates for degree must satisfy residence requirements by completing successfully at least two winter sessions or one winter and three summers, or five summer sessions in attendance at the University. The amount of regular winter attendance is determined by extramural and Summer School offerings. Normally, commerce students find it necessary to take two winters in attendance.

Fees

Students who enter with Grade XIII (Senior Matriculation standing or its equivalent), and proceed to the Commerce degree, shall pay in aggregate not less than the full sessional fees for three years; those who enter with Grade XII (Junior Matriculation) shall pay in aggregate not less than the full sessional fees for four years.

Fees must be remitted by accepted cheque, postal order, or bank draft, payable to Queen's University. Cheques or bank drafts on any point where there is a branch of the Bank of Montreal will be received at par; all other cheques should have ⅛ of 1%, minimum 15c, added to cover exchange, or be drawn plus exchange.

Fees are payable each year upon registration.

A student is not registered and may not attend classes until he has paid the required fees.

Sessional Fee — including Registration, Tuition, Library, Examinations:

      First year $200 00
      Second and third years $220 00

Student Interests Fee—Iucluding Health Insurance, Faculty Societies, Alma Mater, Journal, Athletics (the athletic fee which is part of student interests gives admission to all home games except play-off) ....30 50 for men
                                                              25 50 for women

Fees may be paid in two instalments, in which case an additional $5 will be added to the first instalment. The first instalment and the laboratory deposit must be paid at the time of registration in September, the balance on or before January 6th, 1949. No student will be admitted to classes until the above conditions have been complied with, nor will he be permitted to continue the work of the second term until the fees have been paid in full.

Graduation Fee—

Bachelor of Commerce ....$ 10.00

Master of Commerce 20.00

PRESCRIPTION OF COURSES

All students who are candidates for the degree of Bachelor of Commerce are required to take three consecutive courses in Mathematics. In exceptional circumstances, however, a sequence of three courses in some Department other than Mathematics may be permitted by the Director of the School of Commerce. In this event, the options of the fourth year must include Mathematics 3b and 7a.

Courses which have the letter "a" added to the number of the course are half-courses given in the first term. Those which have "b" after the number are half-courses given in the second term. All others are full courses.

First Year

English 2
Mathematics 2
Economics 4
Politics 2
  or History 1 **or** 3
Commerce 63

Second Year

Commerce 60
Commerce 64
Economics 10
Economics 12
Mathematics 3b and 7a
  or Mathematics 13

Third Year

Economics 11a
Commerce 52
Commerce 54

*Two and a half courses in
    Economics **or** Commerce
    or Politics 39

*Options selected must be approved by the Director.

The requirement for admission to Commerce is Grade XII and Grade XIII as outlined on page 11. Ex-servicemen and women entering on Grade XII as approved by the National Conference of Canadian Universities in June, 1940, register in their first year at the University on a preparatory programme including English 1, Mathematics 1, a science selected from Biology 1, Chemistry 1, Geology 1, Mathematics 1, Physics 1, and a language which may be French or Latin or German or Greek or Spanish.

Students on the Commerce programme who are required to revert to the Pass Course may count towards the Pass degree as many as three courses in Commerce numbered fifty or over.

ACCOUNTING AND AUDITING

The Institute of Chartered Accountants of Ontario will grant to holders of the degree of Bachelor of Commerce the following privileges:

(1) Exemption from the first (Primary) of their three examinations;

(2) Exemption from their First and Second Year courses of instruction;

(3) Deduction of two years from the five years of practical experience in a Chartered Accountant's office ordinarily required.

Graduates other than those in Commerce are exempted from one year's service in the office of a practising Chartered Accountant.

By arrangement with the Institutes of Chartered Accountant of Ontario, Alberta, Nova Scotia, and New Brunswick, the School of Commerce and Administration, Queen's University, gives the only authorized course of instruction for articled students preparing for the Primary, Intermediate, and Final Examinations for the degree of C.A. The same course of instruction is given in British Columbia under the direct administration of the Institute of Chartered Accountants of British Columbia. These courses are conducted entirely by correspondence. For further information apply to the Registrar of the

Institute of Chartered Accountants in the province concerned
or to the Director of the School of Commerce and Administra-
tion, Queen's University.

COMMERCIAL SPECIALIST'S CERTIFICATE

Students working with the Department of Education to-
wards the Commercial Specialist's Certificate will be granted
exemption from attendance and examination in the following
subjects if they have passed the equivalent University courses
with Grade A or B standing. They will be given exemption
from attendance only if they have passed the courses with Grade
C standing:

Department of Education Courses	University Equivalent
Arithmetic of Investment	Mathematics 7a
History of Commerce and Industry	Economics 4
Theory of Economics	Economics 10
Money and Banking	Economics 12
Business Law	Commerce 60
Bookkeeping	Commerce 63
Accountancy Theory	Commerce 64
Accountancy Practice	Commerce 67b

Note: Theory of Economics is equivalent to Economics 1 in calen-
dars prior to 1939-40.

Graduates in Commerce whose courses have included
Mathematics 7a and Commerce 67b will be exempted from
attendance and examination in all the subjects of the Com-
mercial Course (Accountancy Option) except Shorthand Theory,
Shorthand Practice and Transcription, Typewriting, Penman-
ship, Office Practice and Business Papers, Minor and Major
Methods. If Mathematics 7a or Commerce 67b have not been
taken, exemption will not be given in the equivalent Commer-
cial subjects.

Courses Offered in Present and Succeeding Sessions

Economics

Econ. 3. Economics for Applied Science Students.
Econ. 4. Introduction to Economics.
Econ. 10. Principles of Economics.
Econ. 11a. Introduction to Statistics.
Econ. 12. Money, Banking and International Trade.
Econ. 13. Introduction to Accounting and Finance.
Econ. 14. Introduction to Accounting and Finance.

Econ. 15. Modern Economic Theory.
Econ. 18. Economic Problems.
Econ. 20. Problems of Economic Development.
Econ. 21. Applied Economics.
Econ. 22. Socialism.
Econ. 23. Industrial Relations.
Econ. 25. Economic History.
Econ. 26a. International Trade and Foreign Marketing.
Econ. 27b. Public Finance
Econ. 28b. Economics of Transportation.

Politics

Pol.   2. Introduction to Government and Politics.
Pol. 30. Elements of Political Science.
Pol. 31. Canadian Government and Constitutional Law.
Pol. 32. Modern Political Thought.
Pol. 34. International Politics.
Pol. 36. Politics of Democracy.
Pol. 37. Public Administration.
Pol. 39. Municipal Government.

Commerce and Administration

Com. 50a. Industrial Management.
Com. 51b. Personnel Administration.
Com. 52. Principles of Marketing.
Com. 54. Business Finance.
Com. 59. Business Investigation and Research.
Com. 60. Commercial Law.
Com. 63. Elements of Accounting.
Com. 64. Intermediate Accounting.
Com. 66a. Cost Accounting.
Com. 67b. Auditing and Internal Check.

COURSES OF INSTRUCTION

ECONOMICS 3. ECONOMICS FOR APPLIED SCIENCE STUDENTS.

Professor Cameron.

ECONOMICS 4. INTRODUCTION TO ECONOMICS.

Economic geography; Economic history, especially of Europe;
Regional studies.

Text-books:

Bartholomew and Lyde, The Oxford Economic Atlas (Oxford
University Press, 1937). Whitbeck and Finch, Economic Geo-
graphy (McGraw-Hill, 1941). Heaton, Economic History of
Europe (Harper, 1936). Extramural students will be required to
buy additional books.

Tuesday, Thursday, and Saturday at 9.

Professor Knox.

ECONOMICS 10. PRINCIPLES OF ECONOMICS.

A general course in economic analysis in which an attempt is made to develop a working knowledge of economic principles and their application. The course should ordinarily be taken at the same time as Economics 12.

Prerequisite, Grade B in Economics 4.

Text-books to be assigned:

Monday, Wednesday and Friday at 2.30

Professors C. A. Curtis, Mackintosh and Mr. Malach.

ECONOMICS 11a. INTRODUCTION TO STATISTICS.

An introduction to the use of statistics in the fields of economics and commerce.

Text-book:

Croxton and Cowden, Applied General Statistics (Prentice-Hall 1939).

Monday, Wednesday and Friday at 10

Professor McDougall.

ECONOMICS 12. MONEY, BANKING AND INTERNATIONAL TRADE.

Prerequisite, Grade B in Economics 4.

Text-books:

Chandler, An Introduction to Monetary Theory (Harper and Bros., 1940). Ellsworth, International Economics (Macmillan, 1938). Burgess, The Reserve Banks and the Money Market (Harper and Bros., 1936).

Tuesday, Thursday, and Saturday at 11.

Professors Knox and Poole.

ECONOMICS 13. INTRODUCTION TO ACCOUNTING AND FINANCE.

An introductory study of accounting method with a related examination of some of the chief problems of corporation finance.

Text-book:

Rorem and Kerrigan, Accounting Method (McGraw-Hill).

Monday, Wednesday and Friday at 2.30

Professor Macpherson.

ECONOMICS 14. INTRODUCTION TO ACCOUNTING AND FINANCE.

This course is open only to Honours students whose major subject is Economics. It has a weight of two and one-half hours per week. Students in this course will take part of the work of Economics 13.

Professor Macpherson.

ECONOMICS 15. MODERN ECONOMIC THEORY.

A brief study of the development of modern schools of economic thought followed by discussion of the theory of equilibrium.

Prerequisite, Economics 10.

Text-books:

Gray, The Development of Economic Doctrine (Longmans). Cassel, Theory of Social Economy (Harcourt, Brace). Marshall, Principles of Economics (Macmillan). Joan Robinson, Theory of Imperfect Competition (Macmillan). Chamberlin, Theory of Monopolistic Competition (Harvard University Press).

Monday, Wednesday, and Friday at 11.

ECONOMICS 20. PROBLEMS OF ECONOMIC DEVELOPMENT.

A seminar course dealing with the economic problems of a dynamic society. Special attention will be given to international trade and finance and to the Canadian economy.

Prerequisite, Economics 15.

References:

Haberler, Prosperity and Depression (League of Nations, 1941). Keynes, General Theory of Employment, Interest and Money (Macmillan, 1936). Haberler, Theory of International Trade (Hodge & Co., 1936).

Tuesday and Thursday at 2.30

Professor Knox.

ECONOMICS 21. APPLIED ECONOMICS.

A study of the application of economic theory to the problems of the distribution of national wealth and income as affected by monopoly, public finance, and other public policies.

Prerequisite, Economics 15.

Text-book:

Pigou,   Economics of Welfare   (Macmillan).

Monday, Wednesday, and Friday at 10, Commerce Building.

Professor C. A. Curtis.

ECONOMICS 22. SOCIALISM.

A study of the economic principles involved in the allocation of economic resources in socialist and other directed economies. A seminar course one hour per week open only to Honours students taking a major in Economics.

Prerequisite, Economics 15.

Assigned readings.

Hours to be arranged.

Professor C. A. Curtis.

ECONOMICS 23. INDUSTRIAL RELATIONS.

This course will deal with the main economic and social forces which affect employer-employee relationships.

Text:

R. A. Lester,   Economics of Labor   (Macmillan), and assigned readings.

Monday, Wednesday and Friday at 3.30

Professor C. H. Curtis.

ECONOMICS 25. ECONOMIC HISTORY.

A study of recent economic history with especial reference to North America. A course one hour per week open only to Honours students taking a major in Economics.

Assigned readings.

Hours to be arranged.

Professor Mackintosh.

ECONOMICS   26a. INTERNATIONAL   TRADE   AND   FOREIGN MARKETING.

A study of the principles of international trade, foreign trade practice, trade regulation and current problems of external trade.

Tuesday, Thursday and Saturday at 11.

Professor Poole.

ECONOMICS 27b. PUBLIC FINANCE.

> The principles of government finance with special reference to Canadian problems.

> > Tuesday, Thursday and Saturday at 11.

> > > Professor McDougall.

ECONOMICS 28b. ECONOMICS OF TRANSPORTATION.

> The chief interest in this course will be in the economics of railway transportation in Canada.

Text-books:

> R. A. C. Henry et al, Railway Freight Rates in Canada (Ottawa, King's Printer, 1939). W. T. Jackman, Economic Principles of Transportation (Toronto, University of Toronto Press, 1935). D. P. Locklin, Economics of Transportation (Chicago Business Publications Inc., 1935).

Assigned Readings.

> > Monday, Wednesday, and Friday at 9.

> > > Professor McDougall.

POLITICS 2. INTRODUCTION TO GOVERNMENT AND POLITICS.

> A comparative survey of the structure of present day democratic governments and the effect on them of the expansion of governmental functions in the twentieth century.

Text-book:

> Corry, Democratic Government and Politics (University of Toronto Press).

> > Monday, Wednesday, and Friday at 10.

> > > Professor Corry.

POLITICS 30. ELEMENTS OF POLITICAL SCIENCE.

> An analysis of the principal concepts of political science.

> > Prerequisite, Politics 2.

Text-book:

> MacIver, The Web of Government (Macmillan).

> > Tuesday, Thursday, and Saturday at 10.

> > > Professor Hodgetts.

POLITICS 31. CANADIAN GOVERNMENT AND CONSTITUTIONAL LAW.

A critical study of the governmental institutions of Canada and in particular of the British North America Act and the federal system.

Text-books:

Dawson, The Government of Canada (University of Toronto Press). Selected Cases from Cameron, The Canadian Constitution and the Judicial Committee. Selected Readings from the Report of the Commission on Dominion-Provincial Relations and from Appendices thereto.

Prerequisite, Politics 30.

Monday, Wednesday, and Friday at 9.

Professor Corry.

POLITICS 32. MODERN POLITICAL THOUGHT

A survey of political thought since Machiavelli.

Text-book:

Sabine, A History of Political Theory (Henry Holt & Co.). Assigned readings.

Prerequisite, Politics 30.

Tuesday, Thursday and Saturday at 9.

Professor Corry.

POLITICS 34. INTERNATIONAL POLITICS.

This course is identical with History 27. Students will take the lectures and examination in History 27.

POLITICS 36. POLITICS OF DEMOCRACY.

A survey of democratic processes with reference to the role of political parties and of group activity generally.

Text-book:

Herring, The Politics of Democracy (Rinehart). Assigned Readings.

Prerequisite, Politics 30.

Tuesday, Thursday, and Saturday at 11.

Miss Jewett

POLITICS 37. PUBLIC ADMINISTRATION.

A comparative analysis of the structure, management and general control of the public services in Great Britain, United States and Canada.

Text-book:

F. M. Marx, Elements of Public Administration (Prentice-Hall).

Prerequisite, Politics 30.

Monday, Wednesday, and Friday at 11.

Professor Hodgetts.

POLITICS 39. MUNICIPAL GOVERNMENT.

A survey of functions and administration of municipal government and its place in the structure of Canadian government.
K. G. Crawford, Local Government in Canada (mimeographed).

Assigned readings.

Tuesday, Thursday, and Saturday at 10.

Professor Crawford.

COMMERCE AND ADMINISTRATION

COMMERCE 50a. INDUSTRIAL MANAGEMENT.

A study of the application of the principles of management in industry.

Text:

Lansburgh and Spriegel, Industrial Management (Wiley).

Monday, Wednesday and Friday at 2.30.

Professor Cameron.

COMMERCE 51b. PERSONNEL ADMINISTRATION.

A study of labour problems, policies and procedures from the standpoint of the individual business enterprise.

Text:

Watkins and Dodd, The Management of Labor Relations (McGraw-Hill).

Monday, Wednesday and Friday at 2.30.

Professor Cameron.

COMMERCE 52. PRINCIPLES OF MARKETING.

A study of marketing functions, organizations and policies from the standpoint of the business man.

Text-books:

Phillips, Marketing (Houghton-Mifflin).
McNair, Learned and Toole, Problems in Merchandise Distribution (McGraw-Hill).

Monday, Wednesday and Friday at 9.

Professor Poole.

COMMERCE 54. BUSINESS FINANCE.

A study of the economic problems of the corporate enterprise, throughout its life cycle.

Prerequisites—Economics 12 and Commerce 63.

Text-book:

Financial Post, Survey of Corporate Securities.

General Reading.

Buchanan, N. S., The Economics of Corporate Enterprise (Holt). Dewing, Financial Policy of Corporations (Ronald Press). Lincoln, Applied Business Finance, (McGraw-Hill). Guthman, Analysis of Financial Statements (Prentice-Hall). Crumbaker, Organizing and Financing a Modern Business (Wylie). Gerstenberg, Financial Organization and Management (Prentice-Hall).

Monday, Wednesday, and Friday at 11.

Professor McDougall.

COMMERCE 59. BUSINESS INVESTIGATION AND RESEARCH.

An introduction to research methods. The student is required to select a topic and, under direction, to investigate and report upon it. In 1948-49 this course is open to only a small number of students who have the permission of the instructor.

Hours to be arranged.

Professor McDougall.

COMMERCE 60. COMMERCIAL LAW.

A study of the elements of commercial law, including the general principles of the law of contract and agency and the law relating to sale of goods, negotiable instruments, partnerships and companies.

General Reading:

> Anson, Law of Contracts (Clarendon Press). Jenks, Book of English Law (John Murray).

> Special topics:

> Caporn, Cases on Contracts (Stevens and Sons). Falconbridge, Law of Negotiable Instruments in Canada (Ryerson). Falconbridge and Smith, Manual of Canadian Business Law (Pitman). The [Dominion] Companies Act, 1934, The [Ontario] Partnership Act and other statutes.

> Monday, Wednesday, and Friday at 9.

> Professor Smyth.

COMMERCE 63. ELEMENTS OF ACCOUNTING.

> An introductory study of the principles and practice of accounting. This course is intended for students who are proceeding to the degree of Bachelor of Commerce. Arts candidates who are interested in accounting may register in Economics 13.

Text-book:

> Smails, Accounting Principles and Practice, (Ryerson).

> Monday, Wednesday, and Friday at 9.

> Professor Smyth.

COMMERCE 64. INTERMEDIATE ACCOUNTING.

> A course in which the studies of Commerce 63 are carried to a more advanced stage and some further problems are considered.

Reading:

> Smails, Accounting Principles and Practice, (Ryerson). Paton, Advanced Accounting (Macmillan). Finney, Principles of Accounting, Intermediate, 3rd. ed. (Prentice-Hall), Hatfield, Accounting (Appleton).

> Tuesday, Thursday, and Saturday at 10.

> Professors Smails and Macpherson.

COMMERCE 66a. COST ACCOUNTING.

> This course presents the principles and methods of cost accounting.

Text-book:

> Lawrence, Cost Accounting (Prentice Hall).

> Tuesday, Thursday and Saturday at 9.

> Professor Smails.

COMMERCE 67b. AUDITING AND INTERNAL CHECK.

A study of systems of internal check, the functions of internal and external auditors, and audit procedure generally.

Reading :

Smails, Auditing, 4th ed. (Pitman). Montgomery, Auditing Theory and Practice, 6th. ed. (Ronald).

Tuesday, Thursday and Saturday at 9.

Professor Smails.

Scholarships

C. F. J. Finlay Memorial Prize

A Prize of the value of approximately $10 in books. Established and maintained by Cameron C. Hillmer, Commerce '36, Oakville, Ontario. Awarded annually at the Spring Convocation to the final year student who, in the opinion of the Commerce staff, has done the best work in Business Finance (Commerce 54).

Arthur Hillmer Memorial Prize

A Prize of the value of approximately $10 in books. Established and maintained by Cameron C. Hillmer, Commerce '36, Oakville, Ontario. Awarded annually at the Spring Convocation to the final year student who, in the opinion of the Commerce staff, has done the best work in Principles of Marketing (Commerce 52).

Edwin Waterhouse Scholarship

Value $250. Founded by Price, Waterhouse and Company.

Awarded to a student in the Course in Commerce and Administration who has completed the work of the second year, is within one year of graduation, has gained distinction in his academic work and is deserving of financial assistance. The award is conditional on the winner taking the optional accounting courses of the final year. If he fails to register for these courses at the beginning of the session following the award, the next most deserving candidate who satisfies all the conditions is given the scholarship.

The recipient is selected on the recommendation of a Committee of award consisting of the Principal of the University, the Director of the School of Commerce and Administration, and the Registrar

General.—In addition to the above, Commerce students are eligible for the other scholarships and prizes awarded in the Faculty of Arts in the subjects included in their Courses.

The Clarence J. Hicks Memorial Fellowship in Industrial Relations

Value $600.00, tenable at Queen's University. Founded by friends and admirers of the late Clarence J. Hicks, Chairman of the Board of Trustees of Industrial Relations Counsellors, Inc., New York City, and pioneer in the field of Industrial Relations, through whose leadership and assistance the Department of Industrial Relations was established at Queen's in 1937.

The fellowship is awarded annually. If in any year no qualified candidate is available, the income for that year will be accumulated for the purpose of granting an additional or larger fellowship in subsequent years.

The fellowship is available for study of, or research work in, industrial relations to graduates of Canadian universities who are nominated, within not more than five years after graduation (exclusive of any period of active service in His Majesty's Armed Forces or in the armed forces of any ally of the Dominion of Canada), by the Head of the Department of Industrial Relations of Queen's University. Graduate work in Industrial Relations requires as a prerequisite specialized undergraduate work in economics or commerce.

The award will be made on the basis of intellectual achievement, personality, participation in student activities, standing among fellow students, and promise of success in industrial relations work. Need for financial assistance shall be taken into account only as between candidates otherwise of equal merit.

Applications should be submitted to the Department of Industrial Relations, Queen's University, Kingston. Applicants should submit a letter setting out their qualifications. They should have two instructors under whom they have worked submit supporting letters and they should arrange with their university to submit an official transcript of their record.

Applications must reach Kingston by June 30.